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| *Reigate School*Job Profile |
| **Post: Assistant SENCO**  **Grade: Surrey S6 36 hours per week, 42 weeks of the year (term time plus 3 weeks)** |
| **Job context:**  This job profile recognises the requirements of the current Pay and Conditions documents and reflects the vision, aims and policies established by the Governors of the school. |
| **Line managed by**: Assistant Headteacher – SENCO |
| **Job purpose**   * to assist in leading and managing the provision of special educational needs * to support high quality inclusive learning, teaching and behaviour * to support high standards of achievement and progress for all students of SEND |
| **Key accountabilities and tasks**  ***To assist the SENCO in leading the provision for special educational needs within the school, promoting an inclusive curriculum, by:***   * ensuring a robust process of identifying students’ needs. * ensuring the SEND register is kept up-to-date and that staff are informed of students’ special educational needs. * monitoring the progress of SEND students by gathering regular information and analysing data. * creating and implementing effective plans of action to support students where necessary. * mapping the provision for SEND students. * overseeing the production, review and use of student profiles. * ensuring SEND admin is up-to-date and fit for purpose. * assisting in the production of paperwork for annual reviews and for transition to the next phase of education. * managing a team of teaching assistants (known as Personal Achievement Coaches and Learning Mentors) on a day-to-day basis and allocating support time effectively. * identifying and informing the SENCO of staff training and development needs. * managing, and developing where necessary, appropriate resources for Special Needs, ensuring they are used efficiently and effectively. * providing guidance to teaching staff on the choice of appropriate teaching and learning methods for SEND students to progress. * communicating effectively with parents/carers of SEND students by holding meetings, writing letters, making telephone calls and keeping records of these. * communicating with and making referrals to outside agencies. * coordinating actions resulting from meetings with different stakeholders. * working with the Exams Officer to ensure students receive entitled exam support and manage the concessions arrangements during formal examination periods. * deputising for the SENCO when required. * supporting the SENCO in devising, implementing and updating of SEND policies that reflect the school’s commitment to high achievement and aspirations, and outstanding learning and teaching. * carrying out other reasonable duties commensurate with the post as required and as directed by the Headteacher or Line Manager. |
| **Qualifications and Experience**  Essential   * GCSE or equivalent in Maths and English * Experience of working in a SEND setting * Good understanding of the SEND Code of Practice 2015 * Knowledge of strategies to support students with SEND   Desirable   * Evidence of further education or training in SEN teaching/support/provision * Previous management experience * Degree * QTS |
| **Skills**   * Excellent organisational skills and the ability to meet deadlines * Highly effective communication skills, both written and oral * Commitment to raising attainment and aspirations of students * Ability to work as a member of a team and to manage others * Excellent inter-personal skills * Ability to analyse data * Ability to write concise reports, drawing together information from a range of sources * Confident in using ICT (Word, Excel, SIMS) * Ability to motivate students to learn * Ability to implement strategies to enhance student learning * Ability to provide appropriate support to colleagues |
| **Personal Qualities**   * To be hardworking and committed * To have an interest in children and how they learn * To be approachable * To be able to work effectively and sensitively with students and colleagues * To have a ‘can do’ attitude with high expectations of what children and staff can achieve * To be adaptable, flexible and responsive to change * To be enthusiastic, innovative and have the ability to motivate others * To display a professional manner in a range of contexts |

**Reigate School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Any successful applicants will be required to undertake a Disclosure check by the Criminal Records Bureau.**